

Assistance with Federal Agencies Please take a minute to read over some of the most frequently asked questions regarding the assistance that I am able to offer as your Representative in Congress. To request further assistance please complete the [Privacy Release form](#) and send it to:

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300 East Fall Creek Parkway North
Drive

#300

Indianapolis
, IN 46205

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Frequently Asked Questions

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Services. They are able to provide information and assistance on Medicaid eligibility and application, Medicare eligibility, Medicare prescription drug benefit, coverage and the status of reimbursement disputes.

Immigration, Citizenship, Visas and Passports, Overseas Adoption

You may contact my district office for assistance with a variety of immigration concerns including the visa petition process, passports and other travel documents, and problems travelling abroad. If you are attempting to adopt a child who was born outside of the United States, my staff can offer assistance by providing information about the adoption process, checking on the status of your case, or contacting the United States consulate on your behalf.

Department of Labor For those with concerns involving the Department of Labor, my staff can also provide information and assistance on a range of issues including wage and hour regulations, retirement benefits, worker's compensation, equal opportunity employment, and unemployment compensation.

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Small Business Administration

If you need help starting or operating a small business, my staff can help you to secure information on the assistance programs offered by Small Business Administration.

Please note that the SBA does not offer grants to start or expand small businesses, though it does offer a wide variety of loan, counseling and training programs.

What types of concerns are you NOT able to assist with?

Our justice system is designed so that judges are able to make completely unbiased and uninfluenced decisions. Accordingly, I am unable to intervene in pending legal matters, including lawsuits, divorce proceedings, custody hearings, labor disputes or any other civil or criminal matter. Furthermore, it is a matter of congressional courtesy and long standing tradition that each Member of Congress be given the opportunity to assist the constituents he or she was elected to represent.

If you live outside of the Seventh District you should contact your elected Representative by visiting the House of Representatives website, [here](#).

It is also often beneficial to contact members of the Indiana General Assembly with concerns regarding state and local agencies.

To find your local Indiana State Representative or Senator, visit the General Assembly website, [here](#).

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What process must I follow to receive assistance from your office? In order to receive assistance from my office, you must fill out, sign and return a privacy release form that details your concerns and the assistance you are requesting.

We require this form because it ensures that we receive all of the information that is necessary to expediently process and resolve your case.

Once my staff has received this form they will send you a letter acknowledging its receipt and informing you that they have begun work on your case.

If they have any questions or need additional information they will contact you.

You will also be contacted when progress is made or if any problems are encountered.

Feel free to contact my office with any questions you might have or if you would like to provide additional information to supplement your case.

I am concerned about my privacy. □ Why is my personal information and signature necessary? □ Can my case proceed without it?

Federal privacy laws prevent employees at federal agencies from discussing your case with anyone, including congressional staff, without your signed written permission. Without

receiving a completed Privacy Release form or a signed letter, my staff is unable to begin working on your case.

Rest assured, however, that my staff members are trained to follow the strictest privacy precautions to ensure that your personal information is only shared with federal employees who are working on your case.

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I live overseas. □ How do I know if you are my Representative?

If you are a member of the military or expatriate living overseas **AND** your permanent residence is located in the Seventh District, I am your Representative and have the authority to represent you.

I live outside of the Seventh District. □ Am I able to receive help from your office?

Each Member of Congress is elected to represent approximately 660,000 people. These Members are elected by their constituents with the understanding that they will devote their full attention to those in their districts.

While each Member votes on issues that affect all Americans, they do so with their districts in mind.

As such, my staff and I must devote our full attention and resources to requests for assistance received from residents of the Seventh District.

If you live outside of the Seventh District, you can search for your Representative [here](#) and your Senator [here](#)

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Once you intervene, how long can I expect to wait before receiving a response from a federal agency?

Each federal agency is inundated with thousands of requests everyday. In most cases, congressional courtesy requires that agencies be given 60 days to respond.

However, keep in mind that this 60 day estimate is not necessarily the time frame for receiving a favorable response.

If you receive an unfavorable response, it may be possible for another request to be sent which again may take up to 60 days.

I would like to drop off information and discuss it in person. How do I do this and which office should I go to?

My Indianapolis office is located at: 300 East Fall Creek Parkway North Drive #300 Indianapolis, IN 46205

You are welcome to visit the office anytime Monday-Friday between 8:30 a.m. and 5:30 p.m.

However, in order to ensure that the proper caseworker is available, it is recommended that you call ahead at (317) 283-6516.